



**Department of Environmental Services
Waste Management Division
Solid Waste Compliance Section**

**SOLID WASTE PROCESSING/TREATMENT FACILITY
INSPECTION REPORT**

I. FACILITY INFORMATION:

FACILITY NAME: _____

PERMIT #: _____

Env-Wm 302.04 PERMIT TYPE: Standard: Temporary: Permit-by-notification:
 Research and Development: Emergency: Permit Exempt:

FACILITY LOCATION: _____

FUNCTION: _____

II. INSPECTION INFORMATION:

DATE OF INSPECTION: _____ TIME OF INSPECTION: _____

NATURE OF INSPECTION: Routine: Re-Inspection: Requested: Complaint:

INSPECTOR: _____

III. ADMINISTRATIVE ORDER(S):

A. Administrative Order outstanding from NHDES to permit holder:

Yes: No:

B. Administrative Order(s) #: _____

C. Date(s) Administrative Order(s) issued: _____

D. Violations noted:

E. Status of compliance with Administrative Order(s):

IV: UNIVERSAL ENVIRONMENTAL PERFORMANCE REQUIREMENTS:			
	Acceptable	Unacceptable	N/A
A. The facility and practices shall not cause a discharge of pollutants into surface waters of the United States or the state in violation of Section 402 of the Federal Clean Water Act [Env-Wm 2702.02(a)]:			
B. The facility and practices shall not cause a discharge of dredged material to waters of the United States in violation of Section 404 of the Clean Water Act or RSA 482-A [Env-Wm 2702.02(b)]:			
C. The facility and practices shall not cause a non-point source of pollution that contravenes the requirements of an area wide or state wide water quality management plan under Section 319 of the Clean Water Act [Env-Wm 2702.02(c)]:			
D. The facility and practices shall not contaminate surface water or groundwater in violation of federal or state law, any rules implemented by the Department or any administratively-attached board, or the conditions of any permit issued by the department or any administratively-attached board [Env-Wm 2702.02(d)]:			
E. The facility and practices do not cause air pollution in violation of federal or state law, any air quality rules implemented by the Department or the conditions of any air quality permit issued by Department, or the New Hampshire state implementation plan under the Clean Air Act [Env-Wm 2702.02(e)]:			
F. The facility and practices do not cause concentrations of explosive gases such as methane to exceed 25% of the LEL of the gases in any structure, excluding facility-related gas recovery equipment, or to exceed 50% of the LEL of the gases at the property line [Env-Wm 2702.04(a)]:			
G. The facility is operated in a manner that minimizes the risk of fires and provides the ability to deal with them effectively when they occur [Env-Wm 2702.04(b)]:			
H. Facilities that manage putrescible waste and are located within 10,000 feet of any airport runway used by turbojet or within 5,000 feet of any airport runway used by only piston-type aircraft are operated in a manner that minimizes the risk of attracting birds that may be hazardous to aircraft [Env-Wm 2702.04(c)]:			
I. The Facility and practices protect all waste storage, handling and disposal areas against impact from the 100 year flood [Env-Wm 2702.05(b)]:			
COMMENTS:			

V. UNIVERSAL OPERATING REQUIREMENTS:	Yes	No	N/A
A. The facility does not exceed the capacity limits specified in its permit [Env-Wm 2705.01(a)]:			
B. The facility is operated in a manner consistent with the design limitations of the facility and associated equipment [Env-Wm 2705.01(b)]:			
C. Facility equipment is operated and maintained in conformance with manufacturer specifications and recommendations unless otherwise allowed by the Solid Waste Rules [Env-Wm 2705.01(c)]:			
D. The facility, including the waste handling and storage area, associated equipment, containers and vehicles, is operated and maintained in a manner that controls the following to the greatest extent practicable [Env-Wm 2104.04(d) and Env-Wm 2705.01(d)]:	Yes	No	N/A
1. dust:			
2. litter:			
3. insects:			
4. odors:			
5. vectors:			
6. spills:			
7. production of leachate:			
8. fire hazards including spontaneous combustion:			
9. the generation of methane and other hazardous or explosive gases:			
10. noise:			
11. nuisances:			
E. The permittee regularly inspects, monitors and maintains the facility to assure compliance with the permit and Solid Waste Rules [Env-Wm 2705.01(e)]:			
F. The permittee executes facility repairs and corrects, abates and remediates facility operating problems in a timely manner and as directed by the Department in conformance with the Solid Waste Rules [Env-Wm 2705.01(f)]:			
G. Unauthorized entry to and unauthorized use of a facility is prohibited by the following [Env-Wm 2705.02]:	Yes	No	N/A
1. Restricting access to the facility:			
2. Regularly inspecting the waste received and managed by the facility:			
3. Other appropriate measures based on the type, size, location and life			

	expectancy of the facility and the type, source and quantity of waste handled by the facility:			
H.	Facility operations are conducted in a manner that does not allow incoming or exiting vehicles to obstruct the safe passage of traffic on any public road leading to and from the facility [Env-Wm 2705.03(a)]:			
I.	Facility operations are conducted in a manner as to accommodate on-site traffic flow in a safe and efficient manner [Env-Wm 2705.03(b)]:			

COMMENTS:

VI. REUSE OF WASTE:		Yes	No	N/A
A.	Waste, including waste-derived products, are distributed and used only in accordance with Env-Wm 3200, Certification of Waste Derived Products [Env-Wm 2705.04(a)]:			
B.	Waste stored for reuse is stored in a manner that protects its market value [Env-Wm 2705.04(b)]:			
C.	Facility discloses the following information to consumers of waste-derived product(s) distributed by the facility for use [Env-Wm 2705.04(c)]:			
1.	The content and nature of the waste-derived product [Env-Wm 2705.04(c)(1)]:			
2.	The proper uses of the waste-derived products and any restrictions related thereto [Env-Wm 2705.04(c)(2)]:			
3.	Any hazards that might result from use of the waste-derived products [Env-Wm 2705.04(c)(3)]:			
4.	Proper methods for disposal of the waste-derived product [Env-Wm 2705.04(c)(4)]:			
5.	Other such information as might be required by applicable federal and state consumer protection rules and regulations [Env-Wm 2705.04(c)(5)]:			

VII. OPERATOR QUALIFICATIONS:

NAME	CERT. NO(S)	LEVEL(S)	EXPIRATION DATE(S)

	Yes	No
A. Facility operator(s) is capable of efficiently operating and maintaining the facility in a manner which is protective of the environment, public health and safety [Env-Wm 2705.06(a)]:		
B. All persons who operate the facility are certified by either issued certification or interim certification [Env-Wm 2705.07(b)(1)]:		
C. For every 1 to 5 operators, there is at least one supervisor who is certified as a Level III or Level IV Operator [Env-Wm 2705.07(b)(2)]. Name of Supervisor: _____ Number of Employees: _____		
D. During the hours of operation, at least 50% of the on-site personnel directly involved with the management of solid waste are operators certified by issued certification [Env-Wm 2705.07(b)(3)]:		
E. Current operator certification certificates, obtained pursuant to the provisions of Env-Wm 3300, are prominently displayed at the facility [Env-Wm 2805.05(e)]:		

COMMENTS:

VIII. REPORTING/RECORD KEEPING:	Yes	No	N/A
A. The permittee reported to the Department all incidents or situations at the facility which involves imminent and substantial risk to human health, safety or the environment and/or which constitutes a violation of the Solid Waste Rules or the facility permit [Env-Wm 2705.09(a)]:			
B. The permittee reported to the Department, complaints made by abutters or other third parties which involve operating conditions or practices having the potential to adversely effect human health, safety or the environment or which involve a recurring or persistent nuisance situation such as noise, litter, odor, dust or vectors [Env-Wm 2705.09(d)]:			

C.	The permittee maintains in a secure location, records of out-of-state waste disposed at the facility [Env-Wm 2705.10(c)]:			
D.	The permittee complies and maintains records at the facility which documents all phases of facility operations listed below [Env-Wm 2805.06(a)]:	Yes	No	N/A
1.	Does the facility have a scale: If no, how is volume or weight determined _____ _____			
2.	Quantity, type, source, and destination of all waste received by the facility [Env-Wm 2805.06(a)(4)]: a. Waste quantity accepted: b. Waste types accepted: c. Source(s) of waste accepted:			
3.	Quantity, type and destination of all waste generated by the facility, if any, including bypass waste and residual waste [Env-Wm 2805.06(a)(5)] a. Waste quantity accepted: b. Waste types accepted: c. Leachate generated:			
4.	Quantity, type and destination of all certified waste-derived products, produced by the facility, if any [Env-Wm 2805.06(a)(6)]: a. Waste quantity accepted: b. Waste types accepted: c. Destination:			
5.	Record of inspections, maintenance, and repairs [Env-Wm 2805.06(a)(7)]:			
6.	Record of accidents, violations, remedial and emergency event response actions [Env-Wm 2805.06(a)(8)]:			
7.	Record of complaints received and related response actions [Env-Wm 2805.06(a)(9)]:			
8.	Data from all environmental monitoring performed at or for the facility, whether required by the Solid Waste Rules or the permit or undertaken voluntarily [Env-Wm 2805.06(a)(10)]:			
E.	Operating records are maintained at the facility at all times during the active life of the facility, unless approval is granted pursuant to the provisions for a Type V permit modification in Env-Wm 315 or a waiver to relocate or destroy the record [Env-Wm 2805.06(b)]:			

F.	Operating records are available for Department inspection and copies have been provided to the Department pursuant to Env-Wm 3700 [Env-Wm 2805.06(c)]:			
G.	Permittee has filed the annual facility report for the prior calendar year [Env-Wm 2805.07(b)]:			
H.	Permittee has filed groundwater and surface water monitoring reports [Env-Wm 2506.08(f)]:			
I.	Permittee has filed quarterly solid waste reports [Env-Wm 2506.08(g)]:			
COMMENTS:				

IX. ACCESS CONTROL and SURROUNDING PROPERTIES:		Yes	No	N/A
A.	The perimeter of a facility site is fenced in a manner as to restrict unauthorized access to the facility (No fence is required if natural site features restrict access to the site, or all waste handling, storage and disposal areas at the facility are wholly contained within locked structures or devices when the facility operator is not present) [Env-Wm 2803.03(a)]:			
B.	Weather resistant signs, which state that access is restricted, are posted around the perimeter site wherever fencing is not required [Env-Wm 2803.03(b)]:			
C.	The lawful access points to the facility are secured by locked gates or the equivalent during times when the facility operator is not present [Env-Wm 2803.03(c)]:			
D.	The facility incorporates features to minimize adverse impacts, if any, to surrounding properties, such as the use of stockade fencing where appropriate to shield waste storage and handling areas from view and to control the off-site transport of dust and windblown litter, and the use of landscaping berms or other vegetation for similar purposes (Env-Wm 2803.04):			

COMMENTS:

X. SIGNS AND POSTINGS:		Yes	No	N/A

A.	Legible signs are posted at or near each public entrance to the facility [Env-Wm 2805.05(a)]:								
B.	The required signs should include the following information [Env-Wm 2805.05(b)]:						Yes	No	N/A
1.	Facility name:								
2.	Permit number:								
3.	a.	Permittee name: _____							
	b.	Permittee address: _____							
	c.	Permittee telephone number: _____							
4.	The days and hours the facility shall be open to receive waste (Note the hours):								
Days:	M	T	W	Th	F	S	Su		
Hours:									
5.	The type of wastes accepted: _____ _____ _____ _____								
6.	A statement that unlawful dumping shall be subject to fine and prosecution [Env-Wm 2805.05(b)(5)]:								
7.	A copy of the permit, including a complete copy of the last approved operating plan of record and a complete copy of the last approved closure plan of record, are maintained at a location accessible to facility operators [Env-Wm 2805.05(c)]:								
8.	A copy of the authorization page of the permit bearing the permit number and the authorization signature, is prominently displayed at the facility [Env-Wm 2805.05(d)]:								

COMMENTS:

XI. ROADS AND TRAFFIC CONTROL:	Yes	No	N/A
A. The facility design prevents entering and exiting vehicles from obstructing the safe			

	flow of traffic on any public road leading to or from the facility. [Env-Wm 2704.02(b)]			
B.	Adequate on-site area at the facility's entrance and exit points are provided to allow the number and types of waiting vehicles expected to use the facility during peak times to safely queue off the public road(s) and right-of-way. [Env-Wm 2704.02(c)]			
C.	The facility is able to accommodate on-site traffic flow in a safe and efficient manner in all weather conditions. [Env-Wm 2704.02(d)]			
D.	Separate on-site access for passenger vehicles is provided at facilities where public drop-off is allowed. [Env-Wm 2704.02(e)]			
E.	The facility is designed to assure that traffic conflicts do not occur between bulk transport vehicles, passenger vehicles and pedestrians at the facility site. [Env-Wm 2704.02(f)]			
F.	The on-site road surface and the road base appear to be suitable for heavy vehicles and capable of withstanding expected loads. [Env-Wm 2704.02(g)]			
COMMENTS:				

XII. PROCESSING/TREATMENT FACILITY OPERATING REQUIREMENTS:		Yes	No	N/A
A.	The facility has an approved operating plan [Env-Wm 2805.01(a)(1)]:			
B.	The facility reduces, eliminates or changes an undesirable characteristic of a waste and thereby renders the waste more suitable for final disposal or further management at permitted facilities [Env-Wm 2205.02(a)(1)]:			
C.	The facility produces a certified waste-derived product [Env-Wm 2205.02(a)(2)]:			
D.	Processing and treatment practices, by-products and end-products do not pose a greater adverse impact to the environment, public health or safety than the impact posed by not changing the characteristics of the waste [Env-Wm 2205.02(b)]:			
E.	Incoming waste is actively managed [Env-Wm 2205.03(a)]:			
F.	Incoming waste is collected and, pending processing or treatment, is stored in conformance with the following [Env-Wm 2205.03(b)]:	Yes	No	N/A
1.	The facility does not collect a waste for which it has no provisions for storage and/or for which available storage provisions are not protective of the environment, public health and safety [Env-Wm 2105.02(a)]:			
2.	The facility does not receive any waste for which it has no arrangements for removal to an authorized facility [Env-Wm 2105.02(b)]:			
3.	Waste is handled and stored only in areas that are designed and operated in conformance with the following [Env-Wm 2105.02(c)]:	Yes	No	N/A
a.	Waste handling and storage area is designed to collect and contain waste in a manner that is protective of the environment, public health			

	and safety [Env-Wm 2104.04(a)]:			
b.	Storage areas for waste being managed as a recyclable material are designed to preserve the market value of the material (e.g. waste paper destined for recycling is stored indoors, protected from rain and moisture) [Env-Wm 2104.04(b)]:			
c.	The waste handling and storage area is delineated and signed to control and assure proper use of the area by facility users and operators, as appropriate based on the following factors [Env-Wm 2104.04(c)]:	Yes	No	N/A
(1)	Whether public access to the area will be allowed [Env-Wm 2104.04(c)(1)]:			
(2)	Whether a full time operator will be present to monitor and control use of the area [Env-Wm 2104.04(c)(2)]:			
(3)	Whether the area will be used to handle wastes requiring segregation from other waste types [Env-Wm 2104.04(c)(3)]:			
(4)	Whether the area will be used to handle wastes requiring no public contact in order to protect the environment, public health or safety [Env-Wm 2104.04(c)(4)]:			
(5)	Whether the method of assuring the facility receives no excess waste will be based on visually monitoring the extent to which the designated storage area is filled [Env-Wm 2104.04(c)(5)]:			
d.	The waste storage and handling area is designed to prohibit public access to any area used for storing or handling a waste that requires special handling to assure protection of the environment, public health and safety [Env-Wm 2104.04(e)]:			
e.	The facility is designed to allow year round access by facility operators to all waste storage areas for the purpose of the following [Env-Wm 2104.04(f)]:	Yes	No	N/A
(1)	Inspection [Env-Wm 2104.04(f)(1)]:			
(2)	Monitoring [Env-Wm 2104.04(f)(2)]:			
(3)	Maintenance [Env-Wm 2104.04(f)(3)]:			
(4)	The removal of waste as necessary to comply with Env-Wm 2105.04 and to protect the environment, public health and safety [Env-Wm 2104.04(f)(4)]:			
4.	Putrescible waste shall not be collected or stored on the ground [Env-Wm 2104.04(i)]:			
5.	Mixed municipal solid waste, including mixed refuse, shall not be collected or stored on the ground [Env-Wm 2104.04(j)]:			

<p>authorities in order to assure that available local fire fighting equipment and resources will be able to effectively respond to a fire at the facility [Env-Wm 2104.05(c)].</p>				
4.	At a minimum, the facility is designed to meet the following requirements [Env-Wm 2104.05(d)]:	Yes	No	N/A
a.	Provide access to all waste stockpiles for fire control purposes, including the placement and maintenance of fire lanes between and around all stockpiles of combustible waste [Env-Wm 2104.05(d)(1)]:			
b.	Limit the height of the stockpiles to a height compatible with local fire fighting equipment response capabilities [Env-Wm 2104.05(d)(2)]:			
c.	Provide a water supply within a distance and in a quantity sufficient for local fire fighting needs [Env-Wm 2104.05(d)(3)]:			
5.	Stockpile is sized and configured to be physically stable against slides, collapse or other conditions that might result in personal injury or destruction of property [Env-Wm 2104.05(e)]:			
6.	Stockpile is covered when required to protect the environment, public health or safety [Env-Wm 2104.05(f)]:			
7.	Waste that exhibits a characteristic which has the potential to cause groundwater or surface water contamination when placed in contact with the ground surface is stockpiled in a manner as to prevent the contamination by means of a leachate collection system or functionally equivalent control system [Env-Wm 2104.05(h)]:			
8.	Waste that exhibits a characteristic which has the potential to cause air pollution or a respiratory hazard is stockpiled in a manner as to prevent the air pollution and respiratory hazard in conformance with state and federal regulations for the control of air pollution, including RSA 125-C [Env-Wm 2104.05(i)]:			
9.	Stockpiles of metal are maintained free of plastic, wood and other non-metal debris [Env-Wm 2105.02(e)].			
COMMENTS:				

XIV. WASTE TRANSFER REQUIREMENTS		Yes	No	N/A
A.	All waste received by the facility is actively managed [Env-Wm 2105.03(a)]:			
B.	All waste leaving the facility is transferred to an authorized facility [Env-Wm 2105.03(b)]:			
C.	Waste is not stored at the facility for a period of time which results in a condition adversely affecting the environment, public health or safety, including conditions that attract insects and vectors, generate odors or leachate, or have the potential to cause fire or explosion [Env-Wm 2105.03(c)]:			

D.	Putrescible wastes are transferred from the facility before producing a noticeable odor or within one week of its receipt by the facility, whichever is earlier [Env-Wm 2105.03(d)]:			
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XV. MANAGEMENT OF CERTAIN WASTES:

A.	Attached inspection addendum for certain waste per Chapter Env-Wm 2600:	Yes	No	N/A
1.	Asbestos:			
2.	Ash:			
3.	Contaminated Soils and Media:			
4.	Infectious Waste:			
5.	Tires:			

XVI. COMPLIANCE WITH CONDITIONS SPECIFIC TO THE FACILITY'S PERMIT:

COMMENTS:

XVII. SUMMARY OF INSPECTION:

COMMENTS:

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